**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Finding a job!! Go to** [**http://www.rileyguide.com/jobsrch.html**](http://www.rileygide.com/jobsrch.html) **to answer the following questions.**

1. **Why Go Online?** List the 6 reasons that are given:

1. **Before You Go Online.** 
   1. List the 2 ways to build your list of keywords:
   2. List the key questions that you need to ask yourself (in bold, under the second bullet)
2. **Selecting the Right Sites.**  List the questions to ask yourself when deciding if a job search site is right for you.
3. **Online Job Search Quick Start.** 
   1. As noted before, you really need to have your…
   2. Click on the word “Network.”
   3. What is a Network?
   4. What are often the best resources for job seekers?
   5. You are networking when you… (list 4 things from the list given)
   6. Scroll down to **“How Do I Network Using the Internet, and Why?”**.
   7. What are the 4 advantages of Online Networking?
   8. What are the 3 disadvantages of Online Networking?
   9. Hit the “BACK” button on the Internet Explorer Window so you go back to the original webpage you were on.
4. Scroll to the bottom of the page and click on the link that says “Find Job Leads.
   1. At the top of that page, click on “Generic Sites and Career Indexers.” This will take you to the bottom of the page
   2. List the 4 types of Job sites given: